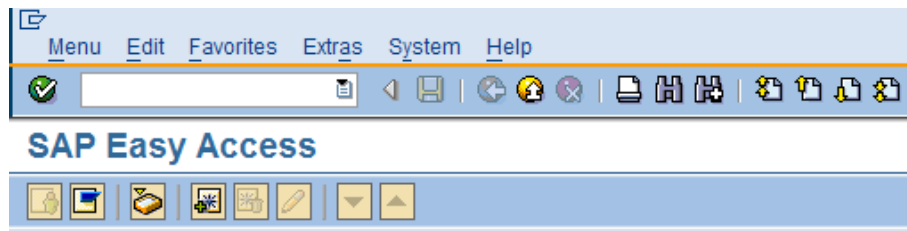


SEVERANCE PAY CALCULATIONS



1. Type **ZSEV** in the Command field on the SAP Easy Access screen and press **Enter**. The Severance Pay Calculations screen is displayed.

Severance Pay Calculations

A screenshot of the "Severance Pay Calculations" screen. The screen has a light blue header with a clock icon. Below the header, there are several input fields for employee information and calculation parameters. The fields are organized into sections: Employee Information, Calculation Parameters, and Results. The "Employee Number" field is highlighted in yellow. The "Date of RIF Separation" field is also highlighted. The "Current Service Months" field is set to 0. The "Service Factor" field is set to 0.00. The "Date of Birth" field is empty. The "Age Factor" field is set to 0.00. The "Total Severance Pay" field is set to 0.00. The "Distributed Over" field is set to 0 Months. The "Per Month" field is set to 0.00. The "Years of Service" field is set to 0.00. A "Note:" field is at the bottom left.


| | | | |
|------------------------|----------------|------------------------|----------|
| Employee Number | | Date of RIF Separation | |
| Employee Name | | | |
| Personnel Area | | | |
| Position Number | 0 | | |
| Employee Salary | | | |
| Current Service Months | 0 | As Of | |
| Service Factor | 0.00 | | |
| Date of Birth | | | |
| Age Factor | 0.00 | | |
| Total Severance Pay | 0.00 | Distributed Over | 0 Months |
| | 0.00 | Per Month | |
| | (Based on 0.00 | Years of Service) | |
| Note: | | | |

2. Enter an employee number in the Employee Number field.
3. Enter the RIF separation date in the Date of RIF Separation field and press **Enter**.

EXAMPLE 1

Severance Pay Calculations



Employee Number  Date of RIF Separation
Employee Name

Personnel Area
Position Number
Employee Salary

Current Service Months As Of
Service Factor (31705.00 / 12) * 1 = 1220.00

Date of Birth
Age Factor (31705.00 * .025) * 0

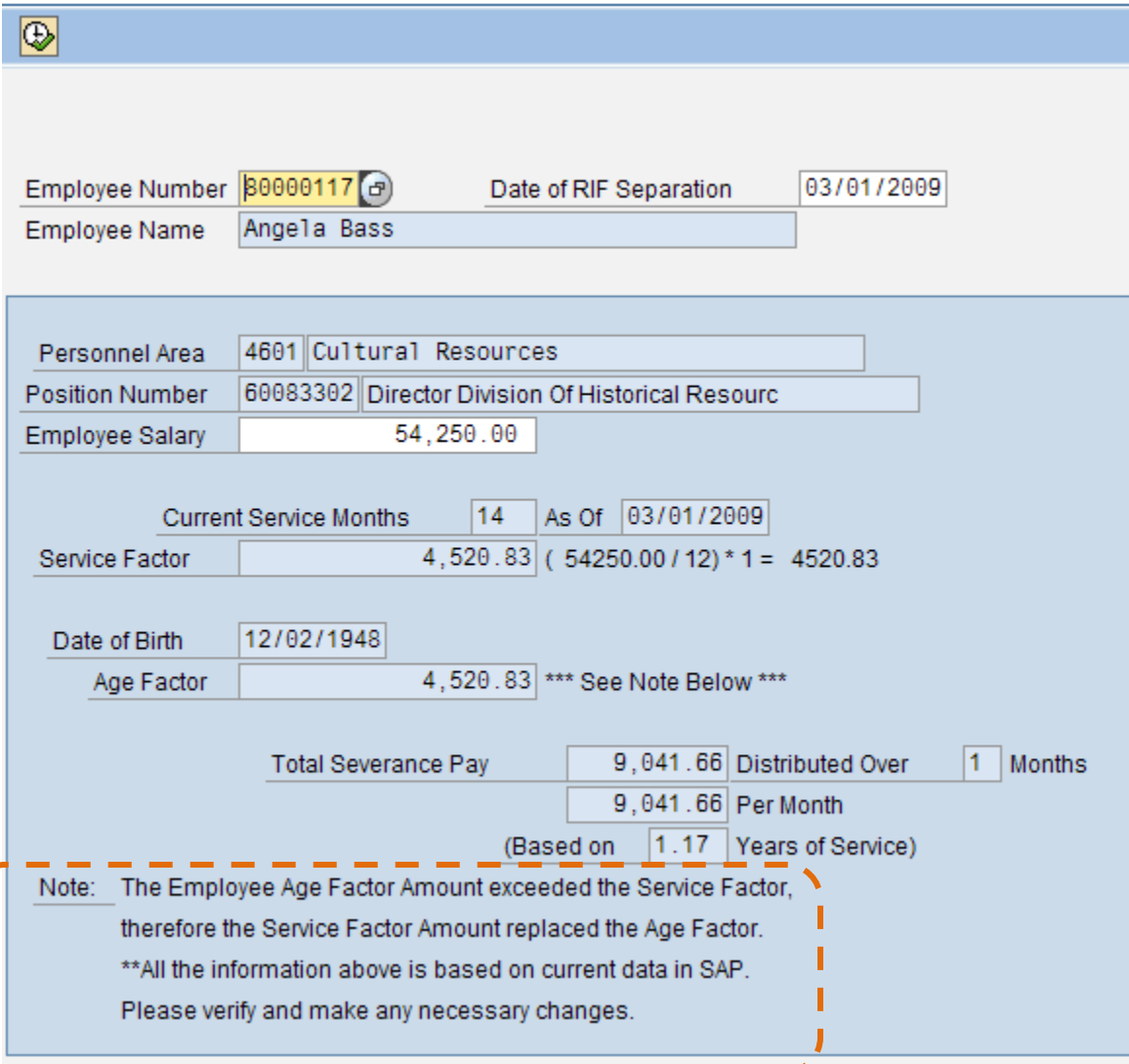
Total Severance Pay Distributed Over Months
 Per Month
(Based on Years of Service)

Note: **All the information above is based on current data in SAP.
Please verify and make any necessary changes.

NOTE: You can change the date and employee salary for projected calculations. It automatically changes service months.

EXAMPLE 2

Severance Pay Calculations



The form displays employee information and severance calculations. A dashed orange box highlights a note at the bottom regarding the age factor calculation.

| | | | |
|-----------------|-------------|------------------------|------------|
| Employee Number | 80000117 | Date of RIF Separation | 03/01/2009 |
| Employee Name | Angela Bass | | |

| | | |
|-----------------|-----------|---|
| Personnel Area | 4601 | Cultural Resources |
| Position Number | 60083302 | Director Division Of Historical Resourc |
| Employee Salary | 54,250.00 | |

| | | | |
|------------------------|---|-------|------------|
| Current Service Months | 14 | As Of | 03/01/2009 |
| Service Factor | 4,520.83 (54250.00 / 12) * 1 = 4520.83 | | |

| | |
|---------------|---------------------------------|
| Date of Birth | 12/02/1948 |
| Age Factor | 4,520.83 *** See Note Below *** |

| | | | |
|----------------------------------|----------|------------------|----------|
| Total Severance Pay | 9,041.66 | Distributed Over | 1 Months |
| | 9,041.66 | Per Month | |
| (Based on 1.17 Years of Service) | | | |

Note: The Employee Age Factor Amount exceeded the Service Factor, therefore the Service Factor Amount replaced the Age Factor.
**All the information above is based on current data in SAP.
Please verify and make any necessary changes.